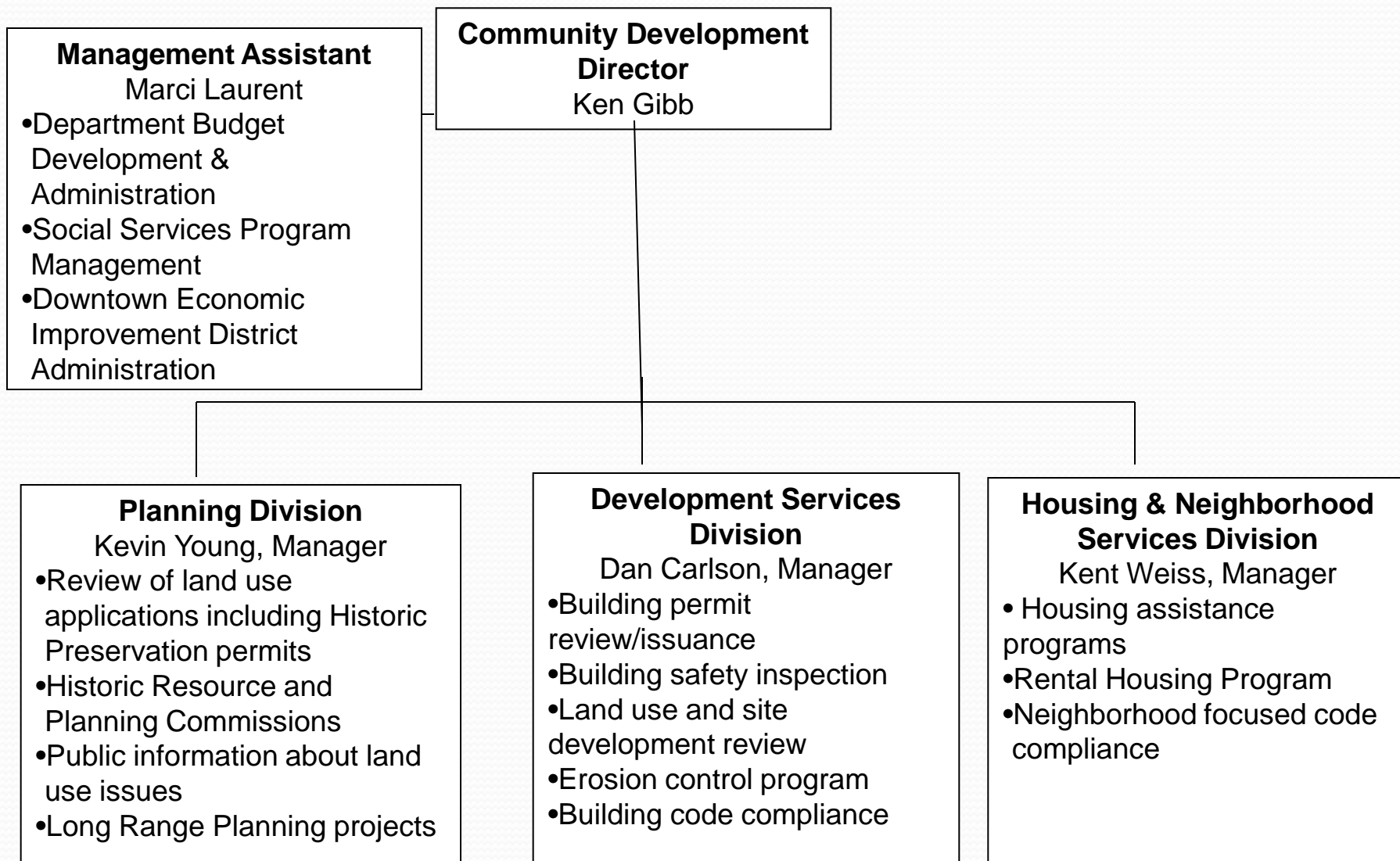


# BRIEF OVERVIEW OF THE COMMUNITY DEVELOPMENT DEPARTMENT





# CORVALLIS PLANNING PROCESS

- I. STATEWIDE PLANNING PROGRAM
- II. LOCAL PLANNING PROGRAM
- III. ROLES IN THE LAND USE PROCESS



# **I. STATEWIDE PLANNING PROGRAM**

- A. Senate Bill 100 – 1973
- B. 19 GOALS - All Cities & Counties must develop plans consistent with these goals
- C. Corvallis last finished periodic review in 2006 (officially)

## II. LOCAL PLANNING PROGRAM

### A. Vision 2020

1. Guiding Document

### B. Comprehensive Plan – Contains guiding goals, policies and map.

1. Addresses various community/state values, e.g. resource protection, economic issues
2. Incorporates public facility plans
3. Comp Plan covers entire UGB area, including the Urban Fringe areas, where the City is planned to grow

## **II. LOCAL PLANNING PROGRAM**

### **C. Land Development Code (LDC)**

1. Originally adopted in 1980, major revisions in 1993, 2006
2. Contains development standards and administrative procedures
3. In compliance with Corvallis Comprehensive Plan and state-wide planning program
4. Establishes three levels of review for land use decisions
  - a) Administrative – staff
  - b) Quasi-judicial – Planning Commission, Historic Resources Commission, City Council.
  - c) Legislative – Planning Commission, City Council
5. Identifies the process for reviewing various applications and the criteria by which they are reviewed

Figure 1.1 Planning Process



### III. ROLES IN THE LAND USE PROCESS

#### A. Staff

- Support for Boards, Commissions and Council
- Professional planning assistance to citizens, applicants, Council, Planning Commission, Historic Resources Commission
- Interpreting Land Development Code on a day-to-day basis
- Making certain land use decisions, e.g. residential subdivisions

### **III. ROLES IN THE LAND USE PROCESS**

#### **B. Land Development Hearings Board**

- Consists of 3 Planning Commissioners
- Hears appeals of administrative decisions, major lot development options, and zoning district changes
- Quasi-judicial process

# III. ROLES IN THE LAND USE PROCESS

## C. Planning Commission

- Reviews Comprehensive Plan map and text amendments, annexations proposals, and recommends to Council
- Reviews legislative Land Development Code (LDC) map and text changes and recommends to Council
- Makes decisions on Planned Developments, Conditional Developments, and other quasis-judicial land use applications

### **III. ROLES IN THE LAND USE PROCESS**

#### **D. Historic Resources Commission (HRC)**

- Makes decisions on quasi-judicial historic resource applications
- Makes legislative recommendations to the Planning Commission and City Council related to historic resource provisions (Chapter 2.9) of the LDC

### III. ROLES IN THE LAND USE PROCESS

#### E. City Council

- Initiates/makes final decisions on Comprehensive Plan amendments and legislative and quasi-judicial LDC amendments
- Hears appeals of Planning Commission/Land Development Hearings Board/HRC quasi-judicial decisions
- Reviews annexation applications and determines whether to place on ballot
- Reviews and takes official action on planning related studies, e.g. Area Plans

### III. ROLES IN THE LAND USE PROCESS

#### F. Citizens

- Involvement in community planning projects
- Participation in land use hearing process
- Volunteer to serve on Planning Commission, Historic Resources Commission, or run for City Council

# Role of Staff in the Development Process

- **I. Day to Day Code Administration**
- Building Code
  - plan review
  - permitting
  - inspection
- Land Development Code
  - administrative actions, *e.g.*, zoning classifications
  - project compliance with LDC, *e.g.*, height, setbacks
  - project compliance with Conditions of Approval established by the Planning Commission and/or City Council

# Role of Staff in the Development Process

- **Key Items**
- Staff is implementing Council directed policies and ordinances and state building codes.
- Limited discretion in this area.
- Regulatory function but customer service a high priority.
- Customers include applicants and members of the public.

# Role of Staff in the Development Process

- **II. Professional Advisors to Decision-Makers**
  - Review of land use applications that involve a high level of discretion by decision-makers.
  - Staff's responsibility is to advise applicant on how to develop proposal that will be consistent with City requirements.
  - An important goal is to provide good information to members of the public who have questions or concerns about the project.
  - Ultimately, our staff recommendation represents our professional judgment based on our staff analysis of the application and applicable City policies/regulations.

# Role of Staff in the Development Process

- **Key Items**

- Staff reports are typically lengthy and intended to address multiple issues in the detail that Corvallis community members and decision-makers have expected.
- Staff reports reflect coordination and consultation with other City departments (Public Works, Parks & Recreation, Fire, CAO, Police) and state agencies (*e.g.*, ODOT).
- Planning staff is responsible for taking the variety of perspectives and preparing the report and recommendations.
- Staff recommended Conditions of Approval are designed to address some boilerplate items and areas that are necessary to permit a staff recommendation of approval.
- Planning staff person assigned to the case is responsible for preparing staff report and presenting to Planning Commission/City Council.
- Staff reports represent the collective judgment of the Planning staff.

# Components of Typical Staff Report to Council (Appeal of Quasi-Judicial Decision)

- A. Cover memo from Community Development Director
  - Background
  - Discussion of elements of the application and appeal; burden of proof on applicant
  - Action options and recommendations
- B. Written communication from appellants
- C. Written public testimony
- D. Record of Planning Commission Decision
  - Planning Commission Minutes
  - Written testimony considered by Planning Commission

# Components of Typical Staff Report to Council (Appeal of Quasi-Judicial Decision)

## E. Staff Report to Planning Commission

- Background
- Description of proposal
- Criteria, discussion, conditions
- Recommendation
  - conditions for approval or denial
  - development related concerns
- Application under review
- Written comments from public prior to Planning Commission decision

# Features of a Public Hearing

- A. Introduction
- B. Open Public Hearing
  - Declarations by the Council
  - Staff Overview
  - Applicant Presentation
  - Full Staff Report
  - Public Testimony including appellants (if applicant isn't also the appellant)
  - Questions of Staff
- C. Continuance or Close of Public Hearing
- D. Council Deliberations
- E. Decision

# Planning Work Program

- Prefaced by Planning Commission's annual review of unresolved planning issues which is a lengthy list
- Evolved into a bi-annual prioritized planning work program that matches up with each Council term
- Recommended by Planning Commission and approved by City Council
- Prioritized because factors such as:
  - Acknowledgement that planning staff and Planning Commission/City Council's highest priority has to be the timely review of land use applications
  - Community Development related City Council goals

# Planning Work Program

- Availability of resources for planning projects i.e. staff time, funding for outside planning services and Planning Commission/City Council time
- Late 1990's and early 2000's saw significant resources available for the planning program. By FY 11/12, general fund supported planner FTE had decreased by 40% and annual funding for contractual services had been reduced an average of \$125K to \$10K
- Levy funding for a long range planning position starting this fiscal year has reversed this trend
- 2015-16 Planning Work Program development will begin with the Planning Commission consideration in February

# Planning and Development Online Resources

- Most of the activities of the Planning Division are described on the Planning Division webpages. Visit our homepage to access the additional pages
  - [www.corvallisoregon.gov/cd-planning](http://www.corvallisoregon.gov/cd-planning)



# Planning and Development Online Resources

- “Active Land Use Cases”
  - View tabular / interactive reports that list current planning applications
  - Links in these reports allow citizens to:
    - email the staff person working on the application
    - view the application documents, and
    - review more information about the progress of the case
  - [www.corvallisoregon.gov/cd-staffreports](http://www.corvallisoregon.gov/cd-staffreports)
- From the homepage, quick-link buttons allow you to see:
  - “What’s Planned or Under Construction in My Neighborhood?”
    - View land use or building permit cases on an interactive map
    - Sign up and receive email notifications to be informed building activities based on an area of interest on the map
    - <https://corvallis.buildingeye.com/planning>
    - <https://corvallis.buildingeye.com/building>

# Planning and Development Online Resources

- Sign up for additional email notifications to receive –
  - Public notices for pending land use decisions
  - Copies of decisions (Notices of Disposition) recently signed
  - Demolition-Residential Notification
  - [www.corvallisoregon.gov/enotifications](http://www.corvallisoregon.gov/enotifications)
- View current and archived land use case documents on the City's Archives webpages –
  - <http://archive.corvallisoregon.gov/Browse.aspx?startid=190859>
- Research land use records using the City's online permitting database –
  - [www.corvallisoregon.gov/citizenaccess](http://www.corvallisoregon.gov/citizenaccess)
- View and download important land use policy and code documents such as the Comprehensive Plan, Land Development Code, and Area Plans
  - [www.corvallisoregon.gov/cd-publications](http://www.corvallisoregon.gov/cd-publications)